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1 August 1951

MEMORANDUM FOR : Mr. _____

SUBJECT : Organization of Materiel Assistance and Development Division (MADO)

1. With the amalgamation of GAD/GSO and R&D/CIC into one office, it will be necessary to establish a new mission for this combined organization and lay out a new Table of Organization in order that MADO may become administratively self-sufficient and operationally effective.

2. The mission for MADO, which is now an office on the staff of the Deputy Director of Plans, has been established as indicated in Tab A. The general picture of the organizational breakdown into main functions: (1) Put the individual "on location", and (2) Give him the know-how and the tools to do his job. To accomplish this mission, this organization has been broken down into six (6) functional divisions directed by an office of the chief, who, in turn, is supported by an administrative staff and a plans and operations staff. The missions and functions of these staffs and divisions are outlined in Tabs B through J. These missions and functions are not firm or final and should be reviewed in the light of the overall organizational picture as related to the mission. Further, organizational thinking should be in terms of a unit with a consequent number of highly technical personnel acknowledgeable in the MADO field. Expansion of this organization in time of emergency could then come from the Armed Forces and enable MADO to accomplish its current mission during any such emergency.

3. It is realized that there are overlaps in responsibilities between the various divisions. These are unavoidable and will be resolved in the final organization. Initially, the six (6) operating divisions will answer to the Chief of MADO as assisted by two (2) centralized staffs. However this condition may change as the organization develops.

4. Each addressee will prepare the requirements indicated below in behalf of the division (s) and/or staffs indicated. Each requirement should be prepared separately and all typing should be triple spaced, rough draft, since it will be necessary to edit and consolidate this study prior to presentation. The following are requirements:

- (1) A statement of missions and functions (either accepting the one provided or improving upon it).
- (2) An organizational pattern (to include division, branch, and section breakdown).
- (3) A Table of Organization of not to exceed _____ slots.

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(2) A detailed statement with regard to each organizational component including:

- a. Mission.
- b. Considerations.
- c. Functions.
- d. Justification.

5. It is imperative that this be given priority and be presented in completed form no later than close of business 8 August 1951.

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Acting Chief, DAD/DD/2

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~~10~~ Attachments:
Tabs A thru I.

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